

# SUMMER FOOD SERVICE PROGRAM

## APPLICATION FORMS AND INSTRUCTIONS – 2008

ENCLOSED	TO BE RETURNED	FORM NO.	TITLE and/or INSTRUCTION
2 <b>NEW SPONSORS ONLY</b>	2 originals (Signatures must be original)  501(c)(3) If new private non-profit institution <i>except church sponsors</i> .	ED-099	<p><u>Agreement for Child Nutrition Programs</u>: This is the formal agreement to participate in Child Nutrition Programs. The agreement includes the nondiscrimination statement for non-pricing programs. Page 1 (front)</p> <p>Enter <i>type of organization</i></p> <p>Private nonprofit organizations, enter the FEIN (Federal Employer Identification Number) and attach nonprofit documentation from the Internal Revenue Service (IRS), the 501(c)(3).</p> <p><b>Nonprofit status – 501(c)(3)</b> Private nonprofit sponsors (<b>except church sponsors</b>) must hold federal tax-exempt status granted under section 501(c)(3) of the Internal Revenue Code. Submit a copy of the 501(c)(3) documentation of nonprofit status from the Internal Review Service (IRS). Note: If the 501(c)(3) does not include the FEIN (Federal Employer Identification Number) submit correspondence with IRS, which includes the FEIN. <b>Church sponsors must provide proof of State non-profit status.</b></p> <p>Enter the name of the <i>institution</i>, <u>not</u> the program or site name. Note: The name must be the same as it appears on the FEIN documentation.</p> <p>Enter <i>address</i> for payment, <u>not</u> the correspondence address, if different.</p> <p>Check all <b><i>Child Nutrition Programs</i></b> covered under the agreement.</p> <p style="text-align: center;">On page 4, enter the following</p> <p>Name of the <i>institution</i> as it appears on page 1.</p> <p><b><i>Date</i></b> of the board meeting when the governing body of the (<i>name of</i>) institution took action to participate in the Child Nutrition Program and designated the following representatives.</p> <p><b><i>Signature #1</i></b> is the designated representative authorized to enter into the Agreement for Child Nutrition Programs on behalf of the institution and to sign claims for reimbursement. The person is head of the governing body, e.g., the chief officer elected or appointed to assume legal responsibility for the organization (Superintendent of Schools, Mayor, Selectman, Chairperson of the Board, Pastor or Commissioner).</p> <p><b><i>Signature #2</i></b> is authorized only to sign the claims for reimbursement in the absence or incapacity of the first designated individual (Assistant Superintendent, Business Official, Principal, Headmaster, City or Town Manager, Executive Director or Deputy Commissioner).</p> <p><b><i>Signature #3</i></b> certifies Board action (Secretary of the Board, Town Clerk or Secretary of the Corporation). This person is not authorized to sign the claim and must be a person different than signatures #1 and #2.</p>
1	1	-	<u>Authorized Signature Change Form &amp; Instructions</u> : <b>Required to be submitted whenever one of the two authorized signers changes on the ED-099.</b>
2	1	ED-099 Schedule C and C-Short Form	<u>Application for Participation</u> : Please read carefully and answer all questions. This form must be signed by the Authorized Representative ( <b><i>Signature #1</i></b> ). <b>Sponsors permitted to use the yellow Short Form must complete per Form instructions.</b>
1	1	Attachment #1	<u>Sample Training Certification Letter</u> : Reference ED-099 Schedule C (#14C) and Schedule C Short Form (#12C).
1	1	Attachment #2	<u>Sample Visit Certification Letter</u> : Reference ED-099 Schedule C (#15B) and Schedule C Short Form (#13B).
1	1	Health Department Correspondence	<u>Sample Health Inspection Letter</u> : Reference ED-099 Schedule C (#15G) and Schedule C Short Form (#13G).

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2	1	Press Release	<u>Sample Press Releases</u> : Reference ED-099 Schedule C (#15F) and Schedule C Short Form (#13F). Submit a copy of release as submitted to the media, with the date sent and name(s) of media to which it was sent.
1 per site	1 per site	ED-099 Schedule C-1 and C-1 Short Form	<u>Site Information Document</u> : Please read carefully and answer all questions. It <u>must</u> be signed by the sponsor representative (and the site representative if available). <b>Sponsors permitted to use the yellow Short Form must refer to the instructions outlined in the cover memo.</b>
1	1	Attachment #3	<u>Sample National Youth Sports Program Certification Letter</u> : Reference Schedule C-1 and C-1 Short Form (#7b)
1	N/A	-	<u>Income Guidelines</u> : For use by camp sponsors and sponsors with enrolled program sites. Current guidelines are effective July 1, 2007 through June 30, 2008. <b>DO NOT</b> distribute to parents.
1	N/A	N/A	<u>Sponsor and Food Service Management Company Appeal Procedures</u> : Review for your information.
1	N/A	N/A	<u>SFSP Meal Pattern</u> : Utilize to develop the menus that must be approved prior to the beginning of program operation. (See "Additional Materials" below).
1 Packet	Copies as outlined	-	<u>Civil Rights Requirement</u> : A summary of Civil Rights requirements with appropriate forms & instructions is enclosed. Review packet & complete forms.
1 NEW SPONSORS ONLY	1	-	<u>Civil Rights Pre-award Survey</u> : List the primary towns served by the Program. The State agency will complete the racial/ethnic estimate. Answer all questions; this must be signed by the person completing the form.
1	N/A	Federal Regulations	<u>USDA Regulations Part 225</u> : Review for your information.
1 NEW SPONSORS ONLY	N/A	FNS 796-4	<u>USDA Financial Management Instructions</u> : Review for your information.

**\*ADDITIONAL MATERIALS TO BE INCLUDED IN APPLICATION \***

A synopsis of Invitation to Bid including date and place of publication or the proposed agreement with School Food Authority.	Ref. ED-099, Schedule C (#7) and Schedule C Short Form (#5)
A sample copy of the Income Eligibility Application and Parent Letter distributed by camp sponsors and sponsors with enrolled sites. Request sample Application and Parent Letter, if needed.	Ref. ED-099, Schedule C-1 & C-1 Short Form (#7) <b>NOTE</b> : Documentation showing the number of children enrolled (each camping session for camps) who are eligible for free or reduced priced meals must be provided as soon as it is available but no later than the claim submission.
Menus for all meals and snacks to be served (sponsors using a cycle menu must provide an 11-day cycle). Menus submitted for approval must contain the name of the food item and the quantity of the food item to be served. School Food Authority sponsors planning to implement offer-versus-serve must include detailed explanation regarding implementation.	Menu approval must be granted prior to the beginning of program operation.

**When the application packet is submitted, please make sure that all of the required forms and materials are enclosed. Also, check the signature requirement for each form to determine that it has the signature(s) of the required signer(s).**

**A signed copy of the ED-099 will be returned after the application has been approved.**